

EDITED KSA LISTING

CLASS: ACCOUNTANT TRAINEE

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

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	Knowledge of:
K1.	General knowledge of accounting principles and theories to effectively perform accounting functions (e.g., reconciliation's, budgeting, preparation of financial statements, etc.).
K2.	Basic knowledge of governmental accounting and budgeting to effectively apply accounting principles and procedures to a governmental entity (e.g., encumbrances, fund accounting, treatment of fixed assets, etc.).
K3.	General knowledge of the uniform accounting systems and financial organizations and related laws, rules, and regulations to learn and understand the State of California accounting system.
K4.	General knowledge of principles of business management, including office methods and procedures to effectively plan, organize and successfully complete individual and team assignments.
K5.	Basic knowledge of principles of public finance in order to understand concepts of the State of California accounting system.
K6.	Basic knowledge of business law to effectively interpret and apply contract terms and conditions (e.g., purchase orders, service contracts, etc.).

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	Skill to:
S1.	Skill to apply accounting principles and procedures to effectively and accurately perform accounting functions.
S2.	Skill to analyze data and draw sound conclusions to accurately process, provide and apply accounting information.
S3.	Skill to analyze situations accurately in order to develop and adopt an effective course of action.
S4.	Skill to prepare clear, complete, and concise reports in order to provide internal and external users with accurate accounting information.
S5.	Skill to make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget.
S6.	Skill to establish and maintain cooperative relations with those contacted in the work place to effectively complete professional accounting functions in order to achieve departmental and office missions.
S7.	Skill to communicate effectively in order to provide and exchange information to staff and others through correspondence, memoranda, reports, meetings, etc. and build and maintain working relationships in order to achieve departmental and office missions.
S8.	Skill to operate a personal computer and a variety of applications in order to access, enter, update, and retrieve information.

	Special Personal Characteristics:
SPC1.	Personal characteristic to qualify for a fidelity bond to be able to handle large cash transactions.
SPC2.	Personal characteristic to learn independently to effectively perform the duties of an Accountant Trainee.